

YOUTH SERVICES POLICY

Title: Probationary Period Next Annual Review Date: 11/17/2015	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.40
	Page 1 of 4
References: Civil Service Rules 9.1, 9.2, 9.3, 17.23 and 17.25, ACA Standards 2-CO-1C-15 (Administration of Correctional Agencies), 4-JCF-6C-07 and 4-JCF-6C-09 (Performance-based Standard for Juvenile Correctional Facilities); 2-7038 (Juvenile Probation and Aftercare Services)	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 11/17/2014

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary, and shall not conflict with Civil Services Rules or other pertinent regulations.

II. PURPOSE:

To provide information regarding probational appointments and the attainment of permanent status, specifically the length of time an employee may be required to remain on probation in order to determine whether or not work performance is satisfactory.

III. APPLICABILITY:

This policy shall apply to all newly hired classified employees who are appointed on probational appointments.

IV. DEFINITIONS:

For the purpose of this policy, the following definitions apply:

Agency Preferred Re-employment List - A list of names of permanent employees who were laid off or demoted in lieu of a layoff.

Appointing Authority - Deputy Secretary of Youth Services/designee.

Classified Employee - An employee who is hired under the Civil Service system on a probational appointment and/or one who attains permanent status.

Human Capital Management System - (HCM) - A system that captures transactions involving state funds formerly performed by the Integrated Statewide Information Systems (ISIS).

Permanent Appointment - The appointment of a probationary employee after certification by the appointing authority or designee, signifying that the employee has met the required standard of work during the probationary period.

Probational Appointment - An essential part of the examination process; used for the most effective adjustment of a new employee and for the elimination of any probationary employee whose performance does not meet the required standard of work.

Probational Employees - Employees who are required to serve probationary periods are those who are appointed to the following:

- Permanent positions following certification from an open competitive eligible list;
- Original appointments to permanent positions in non-competitive classes;
- Non-competitive re-employments based on prior service, except those hired from the Agency's Preferred Re-Employment List in a position which was filled with a probational appointment; and
- Employees who have an interruption of a probationary period for military purposes.

Public Safety Services Human Resources (PSS/HR) – A unit within Public Safety Services that oversees the Human Resources actions of the agency.

Unit Head - Deputy Secretary, Facility Directors and Regional Managers.

V. POLICY:

It is the Deputy Secretary's policy that probationary periods for employees of YS as described herein, shall be for a period of two (2) years if their duties are performed in a satisfactory manner during the examination period. There shall be no exceptions made to the two (2) year probation requirements unless approved by the Deputy Secretary/designee.

If the employee does not perform assigned duties satisfactorily, or at the agency's discretion, at the end of the two (2) year period the employee shall be separated from employment.

However, at any time during the two (2) year period, a probationary employee may be separated by the appointing authority/designee under Civil Service Rule No. 9.1(e).

VI. PROBATIONAL APPOINTMENTS:

- A. All newly hired employees appointed on a probational appointment, shall be required to serve a two (2) year probationary period as a test period of satisfactory work performance, as outlined in their job descriptions and determined by their supervisor and the appointing authority/designee.
 - 1. A permanent employee who accepts a probational appointment shall be considered as having permanent status for the purpose of layoff or layoff avoidance.
 - 2. A permanent employee who accepts a probational appointment and then moves, without a break in service, into a position that does not require a probational appointment, may, at the option of the Deputy Secretary/designee, revert to permanent status in the new position.
- B. A probationary employee who is absent for military training or military active duty in excess of 30 consecutive calendar days shall be returned to duty in the probationary status at the point reached in the probationary period before leaving. Absences of 30 consecutive calendar days or less shall be counted as part of the probationary period.
- C. A former employee who is on the "Agency Preferred Re-employment List" shall be appointed with permanent status in the new position.
- D. A probationary employee who is permanently transferred, reassigned or demoted to another position shall be eligible for permanent status in the new position after completing the probationary period which began prior to the change in the new position.
- E. The probationary period of a part-time employee is computed on the same calendar basis as though employed full time.
- F. While on probationary status, an employee earns and can use annual, sick and compensatory leave. The employee is paid for holidays and is eligible for health care and retirement benefits.

VII. PERMANENT APPOINTMENTS:

Employees with permanent status who are promoted, transferred, reassigned or demoted to another position are not required to serve a probationary period in the new position.

VIII. PERMANENT APPOINTMENT ACTION FOLLOWING PROBATIONARY PERIOD:

- A. A permanent appointment of a probationary employee shall begin upon certification by the appointing authority/designee to Civil Service that the employee has met the required standard of work while on probationary status.
- B. A permanent appointment shall be reported to Civil Service through the Human Capital Management System (HCM).

IX. MONITORING PROCEDURES:

- A. Public Safety Services Human Resources (PSS/HR) staff shall run reports every 90 days of all employees eligible for permanent status in the HCM.
- B. When an employee is eligible, PSS/HR shall complete a "tickler" and forward it to the unit's Human Resources Liaison. The unit's Human Resources Liaison shall forward the "tickler" to the employee's supervisor.
- C. The supervisor shall make a recommendation regarding permanent status and forward the recommendation to the appointing authority/designee for approval.
- D. The appointing authority/designee shall return the approval to PSS HR for entry into the HCM.
- E. PSS HR shall notify the appropriate employee of the action taken by mailing a copy of the "Employee Notification Form" which is generated from the HCM.

Previous Regulation/Policy Number: A.2.40

Previous Effective Date: 09/03/2013

Attachments/References: